POSITION TASK BOOK FOR THE POSITION OF

Type 3
ALL-HAZARDS
FINANCE/ADMINISTRATION
SECTION CHIEF
(FSC3-AH)

Version: January 2015

"This position task book is for a direct entry position and includes tasks of the Finance/Administration Section Unit Leader positions."
"An individual who is qualified in one or more of these subordinate positions can be recorded as having completed the associated task(s) in this position task book."

POSITION TASK BOOK ASSIGNED TO	
INDIVIDUAL'S NAME	
DUTY STATION	
PHONE NUMBER	
E-MAIL	
POSITION TASK BOOK INITIATED BY	
OFFICIAL'S NAME	
TITLE	
DUTY STATION	
PHONE NUMBER	
E-MAIL	
POSITION TASK BOOK WAS INITIATED	
LOCATION	
DATE	

EVALUATOR
DO <u>NOT</u> COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

VERIFICATION/CERTIFICATION OF COMPLETED POSITION TASK BOOK FOR THE POSITION OF:

ALL HAZARDS FINANCE/ADMINSTRATION SECTION CHIEF TYPE 3

FINAL EVALUATOR'S VERIFICATION:

I verify all tasks have been performed and are documented with appropriate initials.

I also verify _____
has performed as a trainee and should therefore be considered for certification in this position.

FINAL EVALUATOR'S SIGNATURE:
DATE:
EVALUATOR'S PRINTED NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
E-MAIL:

CERTIFYING OFFICIAL FOR CERTIFICATION:

I certify _____
has met all requirements for qualification in this position is certified for the position.

OFFICIAL'S SIGNATURE:
DATE:
OFFICIAL'S NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
EMAIL:

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)
INCIDENT COMMAND SYSTEM (ICS)
POSITION TASK BOOKS (PTBs)

Position Task Books (PTBs) are designed to be used by any individual (trainee) interested in becoming certified under the National Incident Management System (NIMS). The PTB's are intended to be used to document experiences that indicate successful completion of tasks specific to an Incident Command System (ICS) position. The performance requirements for each position are associated with core ICS competencies, behaviors and tasks as suggested to the Federal Emergency Management Agency (FEMA) by a multi-disciplined, highly-experienced expert panel.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the "authority having jurisdiction" (of the trainee), that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks will normally require more than one training assignment and several different evaluators. Incidents lasting several days may involve multiple evaluators. Tasks may be evaluated on incidents, in a classroom simulation, in training and HSEEP compliant functional or full scale exercises and in other work situations as long as there is a qualified evaluator.

It is important performances be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated.

The Interstate Incident Management Team Qualifications System [IIMTQS] Guide lists the definitions for trainee, evaluator, training officer and authority having jurisdiction.

Responsibilities:
1. **Authority having jurisdiction (AHJ)**:
   - Select trainees based on the needs of their organization or to fulfill their obligations to contribute to Incident Management Teams or other Mutual Aid agreements.
   - Provide opportunities for evaluation and/or making the trainee available for evaluation.
2. The **Individual/ Trainee:**
   - Reviewing and understanding instructions in the PTB.
   - Identifying desired objectives/goals whenever an opportunity for evaluation is recognized.
   - Providing background information to an evaluator.
   - Assuring the evaluation record is complete.
   - Completing all tasks for an assigned position within the timeframe allowed for that position. All tasks with an approval older than the allowed timeframe must be reevaluated.
   - Notifying the local AHJ /training officer when the PTB is completed, and obtaining a signature recommending certification.
   - Retaining the original PTB and provide a copy of the PTB to the appropriate individual/department to obtain a qualification from your agency.
3. **Evaluator(s)**:
   - Being qualified and proficient in the evaluated position.
   - Meeting with the trainee and determining past experience, current qualifications and desired objectives/goals.
   - Reviewing tasks with the trainee.
   - Explaining to the trainee the evaluation procedures that will be utilized and which tasks may be performed during the evaluation period.
   - Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task to indicate satisfactory performance. Unsatisfactory performance should also be documented.
   - Completing the Evaluation Form found at the end of each PTB.
   - Completing an Incident Personnel Performance Rating (ICS 225) form.
4. The **Final Evaluator:**
   - Being qualified and proficient in the position being evaluated.
   - Reviewing the trainee's record to ensure completeness.
   - Signing the verification statement on page 2 of the PTB when all tasks have been initialed.
   - Ensuring all tasks have been completed within the three years prior to submission for final approval. Any task with an approval older than three years must be reevaluated and brought up to date.
5. **Training Officer:**
   - Providing the correct version of the PTB to the individual in order to document performance.
   - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
   - Tracking progress of the trainee.
   - Identifying incidents or situations where the trainee may have evaluation opportunities.
   - Identifying and assigning an evaluator that can provide a positive experience for the trainee, when the evaluation opportunity is within the AHJ's jurisdiction.
   - Receiving and filing documentation from the assignment.
6. **AHJ Designee**
   - Issuing the PTB to document task performance.
   - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
   - Tracking progress of the trainee.
   - Identifying incident evaluation opportunities.
   - Identifying and assigning an evaluator who can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
   - Documenting the assignment.
   - Conducting progress reviews.
   - Conducting a closeout interview with the trainee and evaluator and assuring documentation is proper and complete

Competencies, Behaviors and Tasks:

Each Position Task Book lists the performance requirements (tasks) for specific positions set by the ICS competencies and behaviors (September 2007) recognized by FEMA's National Integration Center and posted to the NIMS Resource Center Web site, http://www.fema.gov/emergency/nims/.

There are numerous bullet statements listed under each task. The bullet statements are listed as guidelines/examples for the evaluator to follow to insure that the intent of the task has been completed. Not all bullet statements for a task are required to be completed if the overall intent of the task has been satisfied.

Each task has a code associated with the type of training assignment where the task may be completed. **Definitions for these codes are below**. While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded.

Tasks coded I must be evaluated on an incident/event, and so on. Performance of any task on other than the designated assignment is not valid for qualification.

If more than one code is listed, the task may be completed on any of the listed situations (e.g. If code I, O1 and O2 are listed, the task may be completed on any of the three listed). The evaluator should circle the evaluation code the task was evaluated at.

O1 = Task can be performed on a Planned Event, HSEEP compliant or Full Scale Exercise with equipment deployment which is managed under the Incident Command System (ICS). Examples of exercises that may employ ICS include oil spill, search and rescue, hazardous material response, and fire.

O2 = Task can be performed on an Exercise which is managed under the Incident Command System (ICS). Examples of exercises that may employ ICS include oil spill, search and rescue, hazardous material response, and fire.

O3 = Training or Daily Job environment that tests knowledge/skills associated with the task.

O4 = Task can be performed during an ICS course classroom environment that tests knowledge/skills associated with the task.

I = Task must be performed on an incident, which is managed under the Incident Command System (ICS). Examples of incidents that may employ ICS include oil spill, search and rescue, hazardous material response, fire, or law enforcement incidents that may be emergency or non-emergency in nature.

R = Rare events seldom occur and opportunities to evaluate Trainee performance in real settings are limited. Examples of rare events include accidents, injuries, vehicle and aircraft crashes. Through interviews, the evaluator may be able to determine if the trainee could perform the task in a real situation.

Competency: Assume position responsibilities

Description: Successfully assume role of Finance/Administration Section Chief and initiate position activities at the appropriate time according to the following behaviors.

Behavior: Ensure readiness for assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Obtain and assemble information and materials needed for kit. Kit assembled and prepared prior to receiving an assignment. Kit contains essential items needed for the assignment and items needed for functioning. Kit is easily transportable. The basic information and materials needed <u>may include</u>, but is not limited to, any of the following: **Reference Material** • References appropriate for the incident kind and agencies involved. • Emergency Responder Field Operations Guide (ERFOG). • Agency/organization specific policies and procedures. • Acceptable Union Agreements • IMT contact information. **Forms** • ICS 213, General Message • ICS 214, Activity Log • Minimum supply of forms appropriate to the finance/administration section. • Agency/organization specific forms. **Supplies** • Office supplies appropriate to the finance/administration section.	I O1 O2 O3 O4		
2. Arrive properly equipped at incident assigned location within acceptable time limits.	I O1 O2		
3. Check in according to receiving agency/organization guidelines.	I O1 O2		
4. Demonstrate the knowledge and abilities of a Time Unit Leader according to the most current version of the Emergency Response Field Operations Guide (ERFOG). • Ensure proper equipment and personnel time recording. • Manage commissary operations (if needed).	I O1 O2		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
5. Demonstrate the knowledge and abilities of a Procurement Unit Leader according to the most current version of the Emergency Response Field Operations Guide (ERFOG). • Administer all financial matters pertaining to vendor contracts, leases and fiscal agreements.	I O1 O2		
6. Demonstrate the knowledge and abilities of a Compensation and Claims Unit Leader according to the most current version of the Emergency Response Field Operations Guide (ERFOG). • Manage administrative matters pertaining to compensation for injury and other claims-related activities (other than injury) for an incident.	I O1 O2		
7. Demonstrate the knowledge and abilities of a Cost Unit Leader according to the most current version of the Emergency Response Field Operations Guide (ERFOG). • Collect all cost data. • Perform cost effectiveness analyses. • Provide cost estimates and cost saving recommendations for the incident.	I O1 O2		

Behavior: Ensure availability, qualifications and capabilities of resources to complete assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
8. Identify units within the section to be activated and order resources required for section operation.	I O1		
9. Identify work space requirements and determine locations.	I O1 O2		

Behavior: Gather, update and apply situational information relevant to the assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
10. Obtain complete information from dispatch upon activation. • Incident name. • Incident order number. • Request number. • Reporting location. • Reporting time. • Transportation arrangements/travel routes. • Contact procedures during travel (telephone/radio).	I O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	CODE		
11. Gather information necessary to assess incident assignment and determine immediate needs and actions. • Incident Commander's name and agency/organization contact information. • Type of incident. • Current resource commitments. • Current situation. • Expected duration of assignment. • Topography. • Weather.	I O1		
12. Attend Agency Administrator or outgoing Incident Commander briefing. Obtain available incident information and incident agency/organization guidelines and policies: • Obtain a copy of Delegation of Authority as necessary. • Obtain names, contact numbers and positions/functions of cooperating/assisting agencies.	I O1		
13. Obtain briefing from Incident Commander. May be one-on-one or in an Incident Management Team (IMT) meeting. • Receive Incident Commander's priorities, goals and objectives for the IMT and management of the incident. • Obtain initial instructions concerning Finance/Administration Section priorities. • Receive expected timeframes for briefings, planning meetings and team meetings.	I O1 O2		
14. Collect information from outgoing Finance/Administration Section Chief, outgoing Incident Commander or other personnel responsible for incident prior to your arrival. • Obtain status of incident and assigned resources. • Obtain status of existing. Finance/Administration Section. • Order necessary personnel and equipment.	I O1 O2		

Behavior: Establish effective relationships with relevant personnel.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
15. Establish and maintain positive interpersonal and interagency working relationships. • Local agencies. • Hosting agency/organization. • Public. • Division/Group Supervisors. • Command and General Staff	I O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
16. Create a work environment that provides mutual respect and equal opportunity for all personnel assigned to the incident.	I O1		

Behavior: Establish organization structure, reporting procedures and chain of command of assigned resources.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
17. Plan and activate the section. • Brief unit leaders including summary of incident, current activity and anticipated section activity for individual unit planning, • Identify work space requirements and determine locations. • Brief unit leaders including summary of incident, current activity and anticipated section activity for individual unit planning. • Provide initial operating instructions to section personnel, including health and safety and security concerns and expectations.	I O1		

Behavior: Understand and comply with ICS concepts and principles.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
18. Maintain appropriate span of control.	I O1 O2		
19. Demonstrate knowledge of ICS structure, principles, positions and ICS forms.	I O1 O2 O3		
20. Understand scope, roles, responsibilities, jurisdiction and authority of responder agencies.	I O1		
21. Assure execution of appropriate administrative requirements (to include documentation, ICS forms, personnel and equipment time records, performance ratings).	I O1 O2		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Competency: Lead assigned personnel

Description: Influence, guide and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.

Behavior: Model leadership values and principles.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
22. Exhibit principles of duty. • Be proficient in your job, both technically and as a leader. • Make sound and timely decisions. • Ensure tasks are understood, supervised and accomplished. • Train and mentor assigned subordinates for the future.	I O1		
23. Exhibit principles of respect. • Know your subordinates and look out for their well-being. • Keep your subordinates informed. • Build the team. • Assign your subordinates in accordance with their capabilities.	I O1		
24. Exhibit principles of integrity. • Know yourself and seek improvement. • Seek responsibility and accept responsibility for your actions. • Set the example.	I O1		

Behavior: Ensure the safety, welfare and accountability of assigned personnel.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
25. Recognize potentially hazardous situations in your working area.	I O1		
26. Inform subordinates of hazards.	I O1		
27. Control positions and function of resources.	I O1		
28. Ensure adequate rest is provided to all unit personnel.	I O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Behavior: Establish work assignments and performance expectations, monitor performance and provide feedback.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
29. Provide initial operating instructions to section personnel.	I O1		
30. Establish, monitor, and adjust performance expectations of subordinates.	I O1		
31. Communicate deficiencies immediately and take corrective action.	I O1		
32. Reinforce acceptable performance.	I O1		
33. Identify training needs and provide opportunities for training.	I O1 O2		
34. Prepare and discuss performance ratings with subordinates	I O1		
35. Periodically evaluate section personnel status and needs to determine if personnel assignments are appropriate.	I O1		

Behavior: Emphasize teamwork.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
36. Establish cohesiveness among assigned resources • Establish trust through open communications. • Require commitment • Set expectations of accountability • Bring focus to the team result.	I O1		

Behavior: Coordinate interdependent activities.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
37. Interact and coordinate with all command and general staff. Receive and provide current information. • Claims and potential claims. • Injury information. • Work/rest guidelines. • Pay issues. • Financial responsibilities. • Procurement.	I O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
38. Coordinate with subordinates and provide Planning Section Chief a list of excess personnel and other resources.	I O1		

Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

Behavior: Ensure relevant information is exchanged during briefings and debriefings.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
39. Brief unit leaders on current and anticipated activity.	I O1		
40. Provide daily or operational briefing information to section personnel.	I O1		
41. Participate in the operational briefing, emphasizing the needs of the Finance/Administration Section.	I O1		
42. Update Incident Commander on current accomplishments and/or problems.	I O1		
43. Brief staff on demobilization responsibilities.	I O1		
44. Participate in IMT debriefing with the Agency Administrator.	I O1		
45. Participate in the closeout session with agency/organization administrative staff.	I O1		
46. Brief replacement if necessary.	I O1 O2		
47. Participate in after-incident review per agency/organization policy.	I O1		

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
48. Ensure reports and forms are complete, accurate and timely. Check periodically.	I O1		
49. Complete ICS 214 Activity Log for each operational period.	I O1 O2		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

50. Ensure all financial documents are completed and submitted in a timely manner. • Pay documents • Injury reports • Procurement documents • Property damage reports • Claim documents	I O1		
51. Ensure preparation of timely financial and administrative reports to enable IC to respond appropriately.	I O1		
52. Consolidate incident finance package.	I O1		
53. Transfer incident finance package to responsible agency/organization or person and/or the documentation unit.	I O1		

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
54. Evaluate and share pertinent information for the section with IMT members which may affect incident management. • Potential and existing problems, especially in areas of injury compensation, pay, claims and procurement.	I O1		
55. Provide financial summary information on current incident operations.	I O1		
56. Review contracts, memoranda of understanding and cooperative agreements to ascertain their impact and application.	I O1 O2		

Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
57. Evaluate and share with incident management team members, all information for your section and what is anticipated for incident operations based on expected duration, size, type of incident, priorities and values to be protected (life, property, infrastructure, environment, etc.) and jurisdictional involvement.	I O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
58. Develop and implement a section operating plan. Consider the following: • Size and complexity of incident. • Incident agency/organization policies and procedures. • Section timeframes and schedules. • Job performance expectations. • Incident finance package requirements.	I O2		
59. Participate in preparation and review of IAP. • Advise on cost effective resource allocation.	I O1		
60. Assist in development and approval of Incident Demobilization Plan. • Provide input to Demobilization Plan. • Lead times. • Payment team needs. • Ensure all documents address financial document requirements. • Ensure adequate staffing in demobilization plan. • Identify high-cost resources. • Equipment release considerations. • Coordinate with local agency/organization concerning functional demobilization procedures.	I O1		

Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

Behavior: Gather, analyze and validate information pertinent to the incident or event and make recommendations for setting priorities.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
61. Monitor section activities against Incident Action Plan (IAP) and adjust priorities accordingly.	I O1 O2		
62. Personally review finance data to ensure spending within limits and contractual obligations are being met.	I O1 O2		

Behavior: Plan for demobilization and ensure demobilization procedures are followed.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
63. Consider demobilization needs throughout the incident. • Reassign personnel within section as appropriate.	I O1		
64. Implement Demobilization Plan. • Brief staff on demobilization responsibilities. • Consolidate incident finance package. • Ensure incident and agency/organization demobilization procedures are followed.	I O1		

Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
65. Assist in development, approval and implementation of transfer of command when incident escalates/deescalates.	I O1		
66. Monitor and document progress toward incident objectives and prepare for transition.	I O1		
67. Determine with replacement, time of transfer of financial duties and documents.	I O1		
68. If necessary, coordinate with agencies about transition of command back to local jurisdiction.	I O1 O2		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulations in classroom or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

Evaluator's name, incident/office title, agency, and email: List the name of the evaluator, his/her incident position or office title, agency and email.

Evaluator's home unit address and phone: Self-explanatory

#: The number next to the evaluator's name in the upper left corner of the evaluation record identifies a particular incident or group of incidents. This number should be placed in the column labeled "Evaluation Record #" on the PTB for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the qualifications of the different evaluators prior to making the appropriate sign-off on the PTB.

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

Incident Kind: Enter kind of incident; e.g., hazmat, wildland fire, structural fire, search and rescue, flood, tornado, etc.

Complexity: Identify complexity of incident or sub-incident that the evaluation is for by Type.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Number and Type of Resources: Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: Enter inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis; e.g., several initial attack wildfires in similar fuel types.

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.

Evaluator's relevant qualifications: List your relevant ***qualifications*** to the trainee position you supervised

Evaluation Record

TRAINEE NAME	TRAINEE POSITION

#1	Evaluator's name:	Email:

Incident/office title & agency:

Evaluator's home unit address & phone:

Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Complexity Type 1, 2, 3

The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

_____ The individual has successfully performed all tasks for the position and should be considered for certification.
_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.
_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.
_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.

Recommendations: _____

_____

Date: _____ Evaluator's initials: _____

Evaluator's relevant:_____

#2	Evaluator's name:	Email:

Incident/office title & agency:

Evaluator's home unit address & phone:

Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Complexity Type 1, 2, 3

The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

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_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.

Recommendations: _____

_____

Date: _____ Evaluator's initials: _____

Evaluator's relevant qualification:_____

Evaluation Record
(Continuation Sheet)

TRAINEE NAME	TRAINEE POSITION

#3	Evaluator's name:	Email:

Incident/office title & agency:

Evaluator's home unit address & phone:

Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Complexity Type 1, 2, 3

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_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.

Recommendations: _____
_____

Date: _____ Evaluator's initials: _____

Evaluator's relevant qualification:_____

#4	Evaluator's name:	Email:

Incident/office title & agency:

Evaluator's home unit address & phone:

Name and Location of Incident or situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Complexity Type 1, 2, 3

The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

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_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.

Recommendations: _____
_____

Date: _____ Evaluator's initials: _____

Evaluator's relevant qualification:_____